



**Apartment Treatment Housing for Adults
with Serious Mental Illness**

Request for Proposals

Grant Procurements

February 2024

(On-Line Submission Required)

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1 Introduction and Background

1.1 Purpose of the Request for Proposal (RFP)

The New York State Office of Mental Health (OMH) is committed to investing in community-based services that will reduce the demand for psychiatric hospitalization and long lengths of stay in inpatient settings. Based on the need for additional residential opportunities to support this mission, OMH is announcing this Request for Proposals (RFP) for the development and operation of up to 171 Treatment Apartment Program (TAP) housing units statewide

1.2 Target Population/Eligibility Criteria

The target population is individuals with a serious mental illness and/or co-occurring disorder of substance abuse who meet one of the following criteria:

- Individuals with a serious mental illness who are being discharged from State-operated Psychiatric Centers (PC's) or State-operated residential programs,
- Individuals with a serious mental illness who are being discharged from an Article 28 hospital or Article 31 hospital and in need of Apartment Treatment housing or for whom housing would assist in a diversion from a State PC,
- Individuals with a serious mental illness residing in New York State who have a serious mental illness and are high users of Medicaid Services and referred by Health Homes,
- Individuals with a serious mental illness experiencing street homelessness and those in temporary shelter settings,
- Individuals with a serious mental illness who are current residents of an OMH licensed Community Residence or Community Residence – Single Room Occupancy (CR-SRO) operated by a voluntary provider agency, prioritizing individuals who have a Length of Stay (LOS) greater than two (2) years, OR
- Individuals, 18 years or older, with a serious mental illness who are being discharged from a Residential Treatment Facility.

It is the expectation that awardees will work with state psychiatric centers to accept and prioritize all appropriate referrals. This expectation may be met either through direct referral, or through backfill where a community residence or CR-SRO opening is created for the psychiatric center referral.

Please note that within these target population groups, individuals with an Assisted Outpatient Treatment (AOT) order must receive priority access.

1.3 Awards

Awards of Apartment Treatment housing units will be made in four (4) OMH regions, Western New York; Central New York; Hudson River; and New York City.

Awards will be limited to the number of units identified in the chart in Section 4.3.2.

Applicants proposing to serve multiple counties within one region may submit one application. Applicants proposing to serve counties that span multiple regions must submit one application for each region. Agencies are limited to submitting one application per region but may submit applications for multiple regions. Applications proposing to serve NYC may apply for up to 30 units.

1.4 Referrals

Referrals will be coordinated by the SPA/SPOAs in each county. In NYC individuals will need an approved 2010E from HRA for this level of housing.

2 Proposal Submissions

2.1 Designated Contact/Issuing Officer

OMH has assigned an Issuing Officer for this project. The Issuing Officer or a designee shall be the sole point of contact regarding the RFP from the date of issuance of the RFP until the issuance of the Notice of Conditional Award. To avoid being deemed non-responsive, an applicant is restricted from contacting any other personnel of OMH regarding the RFP. Certain findings of non-responsiveness can result in rejection for a contract award. Contacts made to any other OMH or other State personnel regarding this procurement may disqualify the Applicant and affect future procurements with governmental entities in the State of New York. The Issuing Officer for this RFP is:

Jeremy Rossello
Contract Management Specialist
New York State Office of Mental Health
Contracts and Claims – 7th Floor
44 Holland Avenue
Albany, NY 12229
OMHLocalProcurement@omh.ny.gov

2.2 Key Events/Timeline

RFP Release Date	2/1/2024
Questions Due 2:00:00 PM EST	02/22/2024
Questions and Answers Posted on Website	03/14/2024
Proposals Due 2:00:00 PM EST	04/09/2024
Anticipated Award Notification	05/13/2024
Anticipated Contract Date	07/01/2024

2.3 RFP Questions

All questions or requests for clarification concerning the RFP shall be submitted in writing with “Apartment Treatment Housing” in the subject line to the Issuing Officer by email at OMHLocalProcurement@omh.ny.gov by the “Questions Due” date indicated in Section 2.2. The question should include the section in the RFP the question pertains to. The questions and official answers will be posted on the OMH website on the “Questions and Answers Posted on Website” date indicated

in Section 2.2 and will be limited to addressing only those questions submitted by the deadline. No questions will be answered by telephone or in person.

2.4 Addenda to Request for Proposals

In the event that it becomes necessary to revise any part of the RFP during the application submission period, an addendum will be posted on the OMH website and the NYS Contract Reporter.

It is the applicant's responsibility to periodically review the OMH website and the NYS Contract Reporter to learn of revisions or addendums to this RFP. Changes to the RFP will also be posted in the NYS Contract Reporter. No other notification will be given.

2.5 Eligible Agencies

Prequalification is required for all not-for-profit organizations seeking grant funding from New York State. Please see Section 2.7 and Section 2.8 for additional Prequalification Information.

Eligible applicants are not-for-profit agencies with 501(c) (3) incorporation that have demonstrable experience in operating housing or mental health programs. If unsure if your agency is an eligible applicant, contact the Issuing Officer identified in Section 2.1.

Please be advised that all questions regarding Eligibility will be responded to through the official posting of the Questions and Answers. No questions about Eligibility will be responded to either individually or prior to the posting of the Q&As.

2.6 Disqualification Factors

Following the opening of bids, a preliminary review of all proposals will be conducted by the Issuing Officer or a designee to review each proposal's submission for completeness and verify that eligibility criteria have been met. Additionally, during the proposal evaluation process, evaluators will also be reviewing eligibility criteria and confirming that they have in fact been met. During the course of either of these review processes, proposals discovered to not meet basic participation standards will be disqualified, specifically:

- Proposals from applicants that do not meet the eligibility criteria as outlined in 2.6; or
- Proposals that do not comply with bid submission and/or required format instructions as specified in 2.9; or
- Proposals from eligible not-for-profit applicants who have not completed Vendor Prequalification, as described in 2.9, by the "Proposals Due" date indicated in 2.2.

2.7 SFS Prequalification Requirement

Pursuant to the New York State Division of Budget Bulletin H-1032, dated June 7, 2013,

New York State has instituted key reform initiatives to the grant contract process which require not-for-profits to be Prequalified in order for proposals to be evaluated and any resulting contracts executed.

Proposals received from eligible not-for-profit applicants who have not been Prequalified by the proposal due date of 2:00 PM EST on 10/23/19 will not be able to submit their bid response through SFS.

Please do not delay in beginning and completing the prequalification process. The State reserves five (5) days to review submitted prequalification applications. Prequalification applications submitted to the State for review less than 5 days prior to the RFP due date and time may not be considered. Applicants should not assume their prequalification information will be reviewed if they do not adhere to this timeframe.

2.8 Vendor Registration, Prequalification and Training Resources for Not-for-Profits

NOTE: For any application that does not contain all the required documentation and/or “See Attached” responses that were to be uploaded, please be advised that the application will be reviewed and scored as submitted. For any incomplete response or missing and/or inappropriately submitted documentation, points will be deducted. It is the responsibility of the applicant to ensure, prior to submission, that the application is appropriate and complete.

Each proposal submission through SFS is required to contain:

- Operating Budget (Appendix B)
- Budget Narrative (Appendix B1)

All applicants must be registered with the New York State Statewide Financial System (SFS) and all Not-for-Profit agencies must be prequalified prior to proposal submission.

Not-for-profit organizations must **Register** as a vendor the Statewide Financial System and successfully **Prequalify** to be considered for an award.

This grant opportunity is being conducted as an SFS bid event. Not-for-profit vendors that are not prequalified can initiate and complete bid responses. However, not-for-profit vendors that are not prequalified will NOT be allowed to submit their bid response for consideration.

Information on [Registration](#) and [Prequalification](#) are available on the Grants Management Website. A high-level synopsis is provided below.

Registering as an SFS Vendor

To register an organization, send a complete [Grants Management Registration Form for Statewide Financial System \(SFS\) Vendors](#) and accompanying documentation where required by email to grantsreform@its.ny.gov. You will be provided with a Username and Password allowing you to access SFS.

Note: New York State Grants Management reserves 5-10 business days from the receipt of complete materials to process a registration request. Due to the length of time this process could take to complete, it is advised that new registrants send in their registration form as soon as possible. Failure to register early enough may prevent potential applicants from being able to complete a grant application on time.

If you have previously registered and do not know your Username, please contact the SFS Help Desk at (855) 233-8363 or at Helpdesk@sfs.ny.gov. If you do not know your Password, please click the [SFS Vendor Forgot Password](#) link from the main log in page and follow the prompts.

Prequalifying in SFS

- Log into the SFS Vendor Portal.
- Click on the Grants Management tile.
- Click on the Prequalification Application tile. The Prequalification Welcome Page is displayed. Review the instructions and basic information provided onscreen.

Note - If either of the above referenced tiles are not viewable, you may be experiencing a role issue. Contact your organization's Delegated Administrator and request the Prequalification Processor role.

- Select the Initiate a Prequalification Application radio button and click the Next button to begin the process. Starting with **Organization Information**, move through the steps listed on the left side of the screen to upload **Required Documents**, provide **Contacts** and **Submit** your Prequalification Application.

Note - If the Initiate a Prequalification Application radio button is not available, your organization may have already started a prequalification application and could even be prequalified. Click on the Version History Link to review your organization's prequalification status. If you are not currently prequalified, or your prequalification expires prior to the due date of this RFA, you will need to choose Collaborate on or Update your application.

- System generated email notifications will be sent to the contact(s) listed in the **Contacts** section when the prequalification application is Submitted, Approved, or returned by the State for more information. If additional information is requested, be certain to respond timely and resubmit your application accordingly.

Note: New York State reserves 5-10 business days from the receipt of complete Prequalification applications to conduct its review. If supplementary information or updates are required, review times will be longer. Due to the length of time this process could take to complete, it is advised that nonprofits Prequalify as soon as possible. Failure to successfully complete the Prequalification process early enough may result in a grant application being disqualified.

Specific questions about SFS should be referred to the SFS Help Desk at helpdesk@sfs.ny.gov.

On Demand Grantee Training Material

A recorded session with information about the transition to SFS is available for Grantees on the Grants Management website - <https://grantsmanagement.ny.gov/> and in SFS Coach.

The following training material focused on grants management functionality is currently available in SFS Coach:

- An SFS Vendor Portal Reference Guide (https://upk.sfs.ny.gov/UPK/VEN101/FILES/SFS_Vendor_Portal_Access_Reference_Guide.pdf) to help Grantees understand which Grants Management roles they need in the SFS Vendor Portal based on the work they are currently involved in.
- A Grantee Handbook (upk.sfs.ny.gov/UPK/VEN101/FILES/Grantee_User_Manual.pdf), which provides screenshots and step-by-step guidance on how to complete Grants Management-related tasks in SFS
- On-demand recorded training videos focused on each aspect of the Grants Management business process

Agencies can view vendor training material in SFS Coach by selecting **SFS Training for Vendors** from the Topic drop-down list.

3 Administrative Information

3.1 Reserved Rights

OMH reserves the right to:

- Reject any or all proposals received in response to the RFP that are deemed non-responsive, do not meet the minimum requirements or are determined to be otherwise unacceptable, in the agency's sole discretion.
- Withdraw the RFP at any time, at the agency's sole discretion.
- Make an award under the RFP in whole or in part.
- Reallocate any remaining units to New York City if allocated units in any other region are not awarded due to the lack of passing applications received.
- Allocate units exceeding the designated county caps if it is necessary to fully award regional allocations.
- Disqualify an applicant whose conduct fails to conform to the

requirements of the RFP.

- Seek clarifications of proposals for the purposes of assuring a full understanding of the responsiveness to the solicitation requirements.
- Use proposal information obtained through the state's investigation of an applicant's qualifications, experience, ability or financial standing, and any material or information submitted by the applicant in response to the agency's request for clarifying information during evaluation and/or selection under the RFP.
- Prior to the bid opening, direct applicants to submit proposal modifications addressing subsequent RFP amendments.
- Prior to the bid opening, amend the RFP specifications to correct errors or oversight, supply additional information, or extend any of the scheduled dates or requirements and provide notification to potential applicants via the OMH website and the New York State (NYS) Contract Reporter.
- Eliminate any non-material specifications that cannot be complied with by all the prospective applicants.
- Change any of the scheduled dates.
- Waive any requirements that are not material.
- Negotiate any aspect of the proposal to assure that the final agreement meets OMH objectives.
- Conduct contract negotiations with the next responsible applicant, should the agency be unsuccessful in negotiating with the selected applicant.
- Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for assuring a full and complete understanding of an applicant's proposal and/or to determine an applicant's compliance with the requirements of the solicitation.
- Conduct a readiness review of each selected applicant prior to the execution of the contract as set forth in Section 4.4.
- Cancel or modify contracts due to the insufficiency of appropriations.

3.2 Debriefing

OMH will issue award and non-award notifications to all applicants. Non-awarded applicants may submit a written request for a debriefing within 15 business days of the OMH dated letter, requesting feedback on their own proposal. OMH will not offer ranking, statistical, or cost information of other

proposals until after the NYS Office of the State Comptroller has approved all awards under this RFP. Written debriefing requests may be sent to the Designated Contact, as defined in Section 2.1.

3.3 Protests Related to the Solicitation Process

Protests of an award decision must be filed within fifteen (15) business days after the notice of conditional award is issued or five (5) business days from the date of the debriefing. The Commissioner or her designee will review the matter and issue a written decision within twenty (20) business days of receipt of protest. All protests must be in writing and must clearly and fully state the legal and factual grounds for the protest and include all relevant documentation. The written documentation should clearly state reference to the RFP title and due date. Such protests must be submitted to:

NYS Office of Mental Health
Commissioner Ann Marie T. Sullivan, M.D
44 Holland Avenue
Albany, New York 12229

3.4 Term of Contracts

Operating contracts shall be written for a total period of five (5) years. OMH reserves the right to modify the first year's contract period. The selected applicant awarded a contract under this RFP will be required to adhere to all terms and conditions in OMH's Master Grant Contract.

3.5 Minority and Women Owned Business Enterprises

Pursuant to New York State Executive Law Article 15-A and 5 NYCRR 140-145, OMH recognizes its obligation under the law to promote opportunities for maximum feasible participation of certified minority-and women-owned business enterprises and the employment of minority group members and women in the performance of State contracts.

In 2006, the State commissioned a disparity study to evaluate whether minority and women- owned business enterprises had a full and fair opportunity to participate in state contracting. The findings of the study were published on April 29, 2010, under the title "The State of Minority and Women-Owned Business Enterprises: Evidence from New York" ("Disparity Study"). The report found evidence of statistically significant disparities between the level of participation of minority-and women-owned business enterprises in state procurement contracting versus the number of minority-and women-owned business enterprises that were ready, willing, and able to participate in state procurements. As a result of these findings, the Disparity Study made recommendations concerning the implementation and operation of the statewide certified minority- and women-owned business enterprises program. The recommendations from the Disparity Study culminated in the enactment and the implementation of New York State Executive Law Article 15-A, which requires, among other things, that State agencies establish goals for maximum feasible participation of New York State Certified minority-and women-owned business enterprises ("MWBE") and the employment of minority groups members and women in the performance of New York State contracts.

Business Participation Opportunities for MWBEs

For purposes of this solicitation, State Agencies hereby establish an overall goal of 30% for MWBE participation. Goals for State certified minority-owned business enterprises (“MBE”) and State certified women-owned business enterprises (“WBE”) participation on each Contract shall be established based upon vendor availability. A contractor (“Contractor”) on the subject contract (“Contract”) must document its good faith efforts to provide meaningful participation by MWBEs as subcontractors or suppliers in the performance of the Contract and the Contractor agrees that State Agencies may withhold payment pending receipt of the required MWBE documentation. The directory of MWBEs can be viewed at: <https://ny.newnycontracts.com>. For guidance on how State Agencies will determine a Contractor’s “good faith efforts,” refer to 5 NYCRR §142.8.

In accordance with 5 NYCRR §142.13, the Contractor acknowledges that if it is found to have willfully and intentionally failed to comply with the MWBE participation goals set forth in the Contract, such finding constitutes a breach of Contract and the State Agency may withhold payment from the Contractor as liquidated damages. Such liquidated damages shall be calculated as an amount equaling the difference between: (1) all sums identified for payment to MWBEs had the Contractor achieved the contractual MWBE goals; and (2) all sums actually paid to MWBEs for work performed or materials supplied under the Contract.

By submitting a bid or proposal, a bidder on the Contract (“Bidder”) agrees to demonstrate its good faith efforts to achieve its goals for the utilization of MWBEs by submitting evidence thereof through the New York State Contract System (“NYSCS”), which can be viewed at <https://ny.newnycontracts.com>. However, a Bidder may arrange to provide such evidence via a non-electronic method by contacting the OMH Issuing Officer identified in this RFP. Please note that the NYSCS is a one stop solution for all of your MWBE and Article 15-A contract requirements. For additional information on the use of the NYSCS to meet Bidder’s MWBE requirements please see the attached MWBE guidance, “Your MWBE Utilization and Reporting Responsibilities Under Article 15-A.”

Additionally, a Contractor will be required to submit the following documents and information as evidence of compliance with the foregoing:

- A. An MWBE Utilization Plan with completed contract documents. Any modifications or changes to the MWBE Utilization Plan after the Contract award and during the term of the Contract must be reported on a revised MWBE Utilization Plan and submitted to OMH. OMH will review the submitted MWBE Utilization Plan and advise the Contractor of acceptance or issue a notice of deficiency within 30 days of receipt.
- B. If a notice of deficiency is issued, the Contractor will be required to respond to the notice of deficiency within seven (7) business days of receipt by submitting to OMH, a written remedy in response to the notice of deficiency. If the written remedy that is submitted is not timely or is found by OMH to be inadequate, OMH shall notify the Contractor and direct the Contractor submit, within five (5) business

days, a request for a partial or total waiver of MWBE participation goals. Failure to file the waiver form in a timely manner may be grounds for disqualification of an executed contract.

OMH may disqualify a Contractor as being non-responsive under the following circumstances:

- a) If a Contractor fails to submit a MWBE Utilization Plan;
- b) If a Contractor fails to submit a written remedy to a notice of deficiency;
- c) If a Contractor fails to submit a request for waiver; or
- d) If the State Agency determines that the Contractor has failed to document good faith efforts.

The Contractor will be required to attempt to utilize, in good faith, any MBE or WBE identified within its MWBE Utilization Plan, during the performance of the Contract. Requests for a partial or total waiver of established goal requirements made subsequent to Contract Execution may be made at any time during the term of the Contract to OMH, but must be made no later than prior to the submission of a request for final payment on the Contract. The Contractor will be required to submit a Contractor's Quarterly M/WBE Contractor Compliance & Payment Report to OMH, by the 10th day following each end of quarter over the term of the Contract documenting the progress made toward achievement of the MWBE goals of the Contract.

Equal Employment Opportunity Requirements

By submission of a bid or proposal in response to this solicitation, the Bidder/Contractor agrees with all of the terms and conditions of Appendix A – Standard Clauses for All New York State Contracts including Clause 12 - Equal Employment Opportunities for Minorities and Women. The Contractor is required to ensure that it and any subcontractors awarded a subcontract over \$25,000 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work"), except where the Work is for the beneficial use of the Contractor, undertake or continue programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation. This requirement does not apply to: (i) work, goods, or services unrelated to the Contract; or (ii) employment outside New York State.

The Bidder will be required to submit a Minority and Women-Owned Business Enterprises and Equal Employment Opportunity Policy Statement, Form # 4, to OMH with their bid or proposal.

To ensure compliance with this Section, the Bidder will be required to submit with the bid or proposal an Equal Employment Opportunity Staffing Plan (Form # to be supplied during contracting process) identifying the anticipated work force to be utilized on the Contract. If awarded a Contract, Contractor shall submit a Workforce Utilization Report and shall require each of its Subcontractors to submit a Workforce Utilization Report, in such format as shall be required by OMH on a monthly or quarterly basis during the term of the contract. Further, pursuant to Article 15 of the Executive Law (the "Human Rights Law") and all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor and sub-contractors will not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

Please Note: Failure to comply with the foregoing requirements may result in a finding of non-responsiveness, non-responsibility and/or a breach of the Contract, leading to the withholding of funds, suspension or termination of the Contract or such other actions or enforcement proceedings as allowed by the Contract.

3.6 Participation by Service-Disabled Veterans with Respect to State Contracts Through Set Asides

Article 17-B of the Executive Law, enacted in 2014, provides for more meaningful participation in public procurement by Service-Disabled Veteran-Owned Businesses (SDVOBs), thereby further integrating such businesses into New York State's economy. One tool authorized by the law is the use of set asides. Set asides permit the reservation in whole or in part of certain procurements by State agencies for SDVOBs. The process for managing set asides are the subject of these guidelines from the Commissioner of General Services.

Types of procurements that may use set asides include:

1. Construction
2. Construction Related Services
3. Non-Construction Related Services (including finance/bond management)
4. Technology
5. Commodities

Set asides will be administered subject to the laws, rules and procedures governing contracting for each type of procurement, including, but not limited to:

1. Competitive bidding with award based on adherence to specifications and lowest

- price
2. Competitive bidding with award based on technical responsiveness and best value
 3. Award based on qualifications and best value (for architects, engineers, and land surveyors)
 4. Emergency award
 5. Single source award
 6. Sole source award
 7. Purchase based on exercise of discretionary authority subject to agency internal controls
 8. Other authorized procurement method(s) for making acquisition

Accordingly, prior to making a “determination of need” for a procurement (within the meaning of the rules for procurement lobbying under State Finance Law §§ 139-j and 139-k), State agencies shall review the NYS Certified Service-Disabled Veteran-Owned Business Directory, available at <https://online.ogs.ny.gov/SDVOB/search>, to determine if there is a competitive field of certified SDVOBs that appear to be suitable in meeting agency needs and that have sufficient capacity and resources. If there is, the agency is strongly encouraged to reserve and conduct that procurement as a set aside for SDVOBs.

Each agency shall have in place an internal approval protocol for review of and finalizing the determination to proceed with a set aside procurement. It is recommended that at least two levels of approvals be included in the protocol. The approvals should be made part of the procurement record.

In order to determine that a competitive field of SDVOBs exists, an agency must review the certified SDVOB Directory and reasonably determine that at least two SDVOBs are able to respond to the procurement. During the agency review of the Directory and prior to the “determination of need” for the procurement, the potential SDVOBs may be contacted regarding their suitability to meet the agency need and whether the SDVOBs are likely to respond to the procurement.

The agency, in providing public notice of the procurement opportunity, shall include in its advertisement in the Contract Reporter the fact that the procurement is a set aside and the pool of bidders is limited to NYS certified SDVOBs. The agency shall then proceed with its procurement in accordance with the acquisition processes that are usually employed to secure the particular type of procurement. In making the contract award, the agency must assess and make a determination that the price offered by the vendor is reasonable and reflective of fair market value. Such finding should be made a part of the procurement record.

In the event that the set aside procurement does not result in a contract award, the agency may then open up the procurement and proceed with the

acquisition with participation by all qualified vendors for the type of procurement.

Such procurements will continue to be subject to restrictions on communications during the procurement process governed by § 139-j and § 139-k of the State Finance Law. The agency, as part of the procurement process, must also evaluate the responsibility of the SDVOB based upon financial and organizational capacity, legal authority, business integrity and past performance history.

State agencies shall report the number of completed set asides and ongoing set asides to the Director of the Division of Service-Disabled Veterans' Business Development, on a quarterly basis commencing July 15, 2015, and thereafter October 15, 2015, January 15, 2016 and April 15, 2016. Report forms are available at <https://ogs.ny.gov/Veterans>. If there are no completed or ongoing set asides, the report should also indicate that status.

NOTE: Information about using SDVOB participation in public procurement can be found at <https://www.ogs.ny.gov/Core/SDVOBA.asp> which provides contract template language for Use of Service- Disabled Veteran-Owned Businesses in Contract Performance.

3.7 Sexual Harassment Prevention Certification

State Finance Law §139-l requires bidders on state procurements to certify that they have a written policy addressing sexual harassment prevention in the workplace and provide annual sexual harassment training (that meets the Department of Labor's model policy and training standards) to all its employees.

Bids that do not contain the certification may not be considered for award; provided however, that if the bidder cannot make the certification, the bidder may provide a statement with their bid detailing the reasons why the certification cannot be made. A template certification document is being provided as part of this RFP. Applicants must complete and return the certification with their bid or provide a statement detailing why the certification cannot be made.

4.0 Evaluation Factors for Awards

4.1 Evaluation Criteria

All proposals will be reviewed and scored based on an evaluation of each applicant's written submission as well as OMH internal reviews.

The Evaluation will apply points in the following categories as defined in Section 5.4.

Technical Evaluation	Points
Population	20
Implementation and Timeline	20
Staffing and Program Plan	15
Agency Experience and Performance	15
Diversity, Equity and Inclusion and Peer Support Language	10
Financial Assessment	20
Total Proposal Points	100

For a detailed description of evaluation criteria for the Technical Evaluation and the Financial Assessment components, see Section 5.4

The OMH internal review will consist of an assessment of the applicant’s organizational competency. This will include a review of the applicant’s residential programs over the past two years to assess occupancy rates and admissions from priority populations.

4.2 Method for Evaluating Proposals

Designated staff will review each proposal for completeness and verify that all eligibility criteria are met. If a proposal is not complete or does not meet the basic eligibility and participation standards as outlined in Sections 2.6 and 2.7, the proposal will be eliminated from further review. The agency will be notified of the rejection of its proposal within 10 working days.

Evaluation of proposals will be conducted in two parts: Technical Evaluation and Financial Assessment. OMH’s evaluation committee, consisting of at least three evaluators, will review the technical portion of each proposal and compute a technical score. A financial score will be computed separately based on the operating budget and budget narrative submitted.

Evaluators of the Technical Evaluation component may then meet to discuss the basis of those ratings. Following the discussion, evaluators may independently revise their original score in any section. Once completed, final Technical Evaluation scores will then be recalculated, averaged, and applied to the final Financial Assessment score to arrive at final scores. Any proposal not receiving a minimum average score of 70 will be eliminated from consideration. The applicants whose proposals achieve a passing score will be ranked and awarded in order by region from highest to lowest score. Final approval is based on obtaining licensure, OSC contract approval, entering into a lease of the site with the State of New York, and demonstration of the experience outlined in 1.1. If the agency selected is not able to establish operations of the apartment treatment program for any reason, OMH will select the agency with the next highest score.

In case of a tie in the scoring process, the proposal with the highest score on the Population section will be ranked higher.

4.3 Process for Awarding Contracts

4.3.1 Initial Awards and Allocations

OMH will review and evaluate funding proposals submitted by an eligible applicant according to the criteria set forth in Section 5.4 of this RFP.

Applicants will be rated based on their final total score and the applicant with the highest score will receive an award. Applicants that receive a final total score of less than 70 will be ineligible to receive operating funding.

4.3.2 Regional Awarding

Awards will be issued in rank score order by unit location until all awards are made based on the prioritization chart below. If there are units not requested or awarded OMH will make awards to applicants with a passing score to support Apartment Treatment development until all units are issued.

OMH Region	County	Units Total
Western New York	Allegany	5
	Cattaraugus	5
	Livingston	5
	Schuyler	5
	Tompkins	10
	Yates	5
Central New York	Cayuga	8
	Chenango	5
	Oswego	8
	St. Lawrence	8
Hudson River	Warren/Washington	20
New York City	Any County	96

4.3.3 Reallocation Process

There are several factors that may result in the Apartment Treatment units being allocated to another agency. This includes, but is not limited to, failure to obtain licensure for the program, secure OSC approval, and operate the program in accordance with the terms outlined in the RFP. A contractor will be provided notification if the housing program will be reallocated.

To select a replacement provider, OMH will go to the next highest bidder that obtained a minimum passing score of 70.

4.4 Award Notification

At the conclusion of the procurement, notification will be sent to all successful and non-successful applicants. The award is subject to approval by the NYS

Division of Budget, Office of the Attorney General and the Office of State Comptroller before operating contracts can be finalized.

OMH reserves the right to conduct a readiness review of the selected applicant prior to the execution of the contract. The purpose of this review is to verify that the applicant can comply with all participation standards and meets the conditions detailed in its proposal.

5 Scope of Work

5.1 Introduction

This RFP is issued to provide Apartment Treatment housing for of up to 171 Apartment Treatment (TAP) housing units Statewide for individuals with a serious mental illness and/or co-occurring disorder of substance abuse who meet the criteria outlined in section 1.2.

The selected agency will receive eligible applicants through the Housing Single Point of Access (SPOA/SPA). It is expected that the agency will maintain a low barrier admission policy and promote a rapid transition to housing. Agency admissions policies should be designed to screen in applicants with the greatest need and must not place an undue burden on the referring entity or recipient. Communication between parties should promote a collaborative relationship in order to facilitate admission to the program. Requirements such as sobriety or community tenure must not impact acceptance. Once accepted the agency will work with the individual and referring entity to develop a coordinated admission plan to ensure a successful transition and “warm hand off”.

The agency selected to establish this program must be experienced in providing person-centered services to individuals with mental illness and maintaining linkages to other services in the community. The on-site services should reflect evidence-based practices that promote wellness and recovery and be consistent with OMH’s commitment to disparities elimination and cultural competence. They should be geared to help residents maintain physical and emotional health, participate in therapeutic and rehabilitative programs, assist with educational and employment opportunities, sustain healthy relationships, and generally improve the quality of their lives. Staff should have the skills and experience necessary to help residents set meaningful goals, develop mastery over their psychiatric illness, and make progress towards their own personal recovery. Supports for individuals with co-occurring substance abuse disorders should also be provided. Information on evidence-based practices can be found on the Internet at <https://www.samhsa.gov/resource/ebp/integrated-treatment-co-occurring-disorders-evidence-based-practices-ebp-kit>

5.2 Objectives and Responsibilities

5.2.1 Description of the Treatment Apartment model

Apartment Treatment housing and the restorative and rehabilitative services provided, are intended to be transitional, and should be geared to help residents maintain physical and emotional health, participate in community based therapeutic and rehabilitative programs, assist with educational and potential employment opportunities, sustain healthy relationships, and generally improve

the ability of residents to enhance the quality of their own lives.

Apartment Treatment programs are transitional. Residents are educated on the full range of housing options. Discharge planning, with appropriate time frames, must commence upon admission. The Program provides support and skills training to individuals in an apartment setting. Using an individualized assessment and service planning process, residents develop meaningful goals, make progress towards their personal recovery, gain skills and independence, learn to use community resources and develop natural community supports.

Apartment Treatment units must be developed as scattered site rental units. The rentals may be studios, one or two-bedroom apartments, with each individual having their own bedroom. Unit configuration will be approved by the appropriate field office post-award.

Staff must have the skills and experience necessary to help residents address physical and emotional needs, participate in therapeutic programs, assist with educational and employment opportunities, and acquire the skills necessary for individual growth and self-sufficiency. Staff must be knowledgeable about housing opportunities in the community and other community services. They must be able to support individuals with co-occurring substance use disorders, be trained in the principles of harm reduction, and have a strong belief in hope and recovery.

Apartment Treatment is licensed under Part 595 of Title 14 of the Codes, Rules and Regulations of the State of New York, (14 NYCRR). Agencies will be required, post award, to submit a "Prior Approval Review" (PAR) Application as part of the development process.

The PAR is available online at: <https://www.omh.ny.gov/omhweb/par/omh165.pdf>

The PAR application will be reviewed in accordance with Section 41:34 of the Mental Hygiene Law and Part 595 of Title 14 of the Codes, Rules and Regulations of the State of New York, (14 NYCRR).

<https://govt.westlaw.com/nycrr/Browse/Home/NewYork/NewYorkCodesRulesandRegulations?guid=Icb5a98e0b7ec11dd9120824eac0ffcce&originatonContext=documenttoc&transitionType=Default&contextData=%28sc.Default%29>

New York State regulations are available online at: <https://dos.ny.gov/division-administrative-rules>

Applicants will need to demonstrate within their proposal how they will transition the residents from the Apartment Treatment housing to Scattered Site Supportive Housing or other less restrictive setting within their community.

The applicant must agree to work in conjunction with the Human Resources Administration in NYC as well as Single Point of Access (SPOA), Field Office and OMH operated psychiatric hospitals to ensure appropriate admissions.

All apartment units must have a valid Certificate of Occupancy and be certified by

Field Office staff before occupancy.

There is no capital associated with these units. However, Program Development Grant (PDG) funds are available as part of this contract to assist with developing a new apartment treatment program funded by OMH.

5.2.2 Reporting Requirements

Agencies that receive an allocation of housing resources under this RFP must agree that these units will only be filled with individuals specified in the target population definition.

Agencies must conform to all OMH fiscal reporting requirements as outlined in the "Aid to Localities Spending Plan Guidelines." These guidelines are available online at <https://apps.omh.ny.gov/omhweb/spguidelines/>.

Agencies awarded a contract will be required to maintain accurate reporting of all admissions and discharges through OMH's Child and Adult Integrated Reporting System (CAIRS) and comply with any requirements OMH may subsequently develop to ensure compliance. They will be required to participate in the SPOA.

The agency will also be required to accept referrals from the Single Point of Access (SPA/SPOA) for housing and provide updates on housing vacancies to the SPA/SPOA. In addition, If the program is to be located in New York City the agency will be expected to notify Center for Urban Community Services (CUCS) via the Coordinated Assessment and Placement System (CAPS) of vacancies.

5.3 Funding

Ongoing funding to support the operation of the apartment treatment units will be provided by a combination of SSI and Medicaid funding, consistent with the OMH fiscal model for the Apartment Treatment residential program. Each agency's current programmatic structure will determine specific funding amounts. Site specific property costs for the new apartment treatment beds will also be incorporated into the successful applicant's Gross, Income, and Net (GIN) fiscal model and paid for with SSI revenue and state-aid in the event the GIN model's anticipated SSI revenue is not adequate to cover 100% of the expense. In addition, Program Development Grant (PDG) funds are available as part of this contract to assist with establishing these Apartment Treatment units. PDG funding will be based on the most current rate at the time of opening, which is currently \$9,410 per bed. All reasonable costs to develop the beds should be included in the PDG budget.

5.4 Proposal Narrative / Program Work Plan Objectives

When submitting proposals for funding under this RFP, the narrative must address all the components listed below. Scoring points will be given for the following components:

5.4.1 Population

1a. Identify the region and counties you are requesting to serve; with the number of units, you intend to site in each county proposed.

1b. Describe the need for expansion of Treatment Apartment housing in the county(ies) you proposed to serve. Include data wherever possible, such as occupancy rates, SPOA waitlists, etc.

1c. Describe the agency's experience serving adults with serious mental illness, and particularly those meeting the eligibility criteria listed in Section 1.2. Describe any residential or other programs operated by your agency which serve adults with serious mental illness.

1d. Describe the characteristics and service needs of the population to be served.

1e. Discuss the agency's understanding of the need for individuals to move through the housing system. Include the benefits to consumers and the mental health system.

1f. Describe how the agency prioritizes individuals being referred from OMH PC's or other priority settings.

5.4.2 Implementation and Timeline

2a. State admission criteria and procedures, including time frames. Provide assurances that the agency will work with HRA (in NYC), SPOA, regional Field Office and OMH PC's to ensure appropriate admissions.

2b. Include a summary of the services that will be provided in the apartment by program staff as well as those that will be provided by other agencies through service agreements and other linkages. Supports for individuals coping with substance use disorders should be included. Indicate how linkages and communication with Health Home Care Managers will be facilitated.

2c. Describe the strategies that will be used to engage and motivate individuals towards recovery from mental illness and substance use. Discuss methods for ensuring integrated treatment for residents with co-occurring substance use disorders. Describe how the agency will collaborate with providers of substance use services. Describe how residents will be assisted in developing harm reduction and relapse prevention plans (mental illness and/or substance use) as well as how the program will respond when a resident is relapsing.

2d. Describe the assessment and individualized recovery process that will be utilized to help residents gain and use the skills and supports necessary for independent living.

2e. Explain how staff will be trained and supervised to integrate rehabilitation and recovery principles in their work with residents. Describe the support and professional development activities that will be made available to direct care staff.

2f. Describe the agency's plan for locating and developing apartments in the proposed county(ies).

2g. Provide a time frame for locating and operationalizing the Apartment Treatment units.

2h. Discuss how the agency will monitor the success of the housing program and the process the agency will use to implement programmatic changes in the event the anticipated outcomes are not being realized.

5.4.3 Staffing and Program Plan

3a. Describe the resources your agency will use to meet the needs of individuals who move directly from institutional settings.

3b. Provide a staffing plan. Include a description of the roles and responsibilities of each staff member. Indicate the skills and experience each staff member will be expected to have. Describe initial and ongoing staff training and supervision.

3c. Describe the peer services and supports that will be made available to residents.

3d. Describe resident assessment procedures and the development of a person-centered, strengths-based service plan developed in coordination with the resident and other collaterals, as appropriate, including the Health Home care manager. Attach a copy of any resident assessment tools and a sample service plan.

3e. Describe the process of service planning that will incorporate strategies to engage and motivate residents towards their recovery and provide an appropriate response to residents who are at risk of relapsing and/or begin not taking their medications.

3f. Explain how the agency's culture of transition and discharge planning process supports the movement towards more independent housing opportunities. Describe the agency's performance history with transitioning consumers to more independent housing opportunities and expected length of stay.

5.4.4 Agency Experience and Performance

Applicant should answer either question 4a. or 4b.

4a. Applicants that hold a current OMH housing contract must provide an overview of the agency's experience in providing housing services to individuals who are recovering from a serious mental illness and knowledge of community resources relevant to this group. In the narrative incorporate Children and Adults Information Reporting System (CAIRS) data and recent Scattered Site Supportive Housing reviews to demonstrate that your agency operates Scattered Site Supportive Housing in accordance with OMH guidelines, targets OMH priority populations, maintains occupancy and has a demonstrated history of maintaining residents successfully in their housing. Current licensed OMH housing agencies must note their agency's ability to target OMH priority populations, average length of stay and ability to transition individuals into

independent housing. OMH Housing agencies should indicate occupancy levels, ability to accept OMH priority populations, and any instance of terminating a housing program.

OMH providers shall base their response on the most recently published Residential Program Indicators Report. Also, please note that OMH agencies will be evaluated on the timeliness and accuracy of CAIRS reporting.

Applicants that do not hold a current OMH housing contract must describe their agency's experience with and ability to serve individuals recovering from a serious mental illness. The applicant must also describe a situation where successful interventions were used to assist an individual in meeting their goals. Non-OMH contracted providers must attach evidence or correspondence from the most recent monitoring visit for any housing or behavioral health service program the agency operates, that is funded by a city, county, state or federal government agency. Particular emphasis should be placed on describing the agency's experience and awareness of community resources.

4b. Describe the agency's experience in providing recovery-oriented housing and/or mental health services to adults with serious mental illness and/or cooccurring disorders. Describe your agency's history and provide a general description of the agency structure. Include an organizational chart.

4c. Describe the extent of your organization's residential and/or programmatic presence and activity in the area(s) for which you are bidding; and how that capacity may benefit the proposed Apartment Treatment program.

5.4.5 Diversity, Equity and Inclusion and Peer Support Language (10 points)

Commitment to Equity and the Reduction of Disparities in Access, Quality and Treatment Outcomes for Marginalized Populations

5a. Provide a mission statement for this project that includes information about the intent to serve individuals from marginalized/underserved populations in a culturally responsive trauma-informed way.

5b. Identify the management-level person responsible for coordinating/leading efforts to reduce disparities in access, quality, and treatment outcomes for marginalized populations.

5c. Identify the management-level person responsible for coordinating/leading efforts to ensure incorporation of feedback from participants in services in continuous agency improvement. Information provided should include the individual's title, organizational positioning, and their planned activities for coordinating these efforts.

5d. Provide the diversity, inclusion, equity, cultural and linguistic competence plan for this program (as outlined in the National CLAS Standards). Plan should include information in the following domains:

- workforce diversity (data-informed recruitment);
- workforce inclusion;

- reducing disparities in access quality, and treatment outcomes in the patient population;
- soliciting input from diverse community stakeholders, organizations and persons with lived experience.
- efforts to adequately engage underserved foreign-born individuals and families.
- how stakeholder input from service users and individuals from marginalized/underserved populations was used when creating the diversity, inclusion, equity, cultural and linguistic competence plan.

Discuss how the plan will be regularly reviewed and updated.

Equity Structure

5e. Describe the organization’s committees/workgroups that focus on reducing disparities in access, quality, and treatment outcomes for marginalized populations (diversity, inclusion, equity, cultural/linguistic competence).

5f. Describe the organization’s committees/workgroups that focus on incorporating participants of services into the agency’s governance. Note - it is important to describe how membership of any such committee/ workgroup includes people with lived experience and representatives from the most prevalent cultural groups to be served in this project.

Workforce Diversity and Inclusion

5g. Describe program efforts to recruit, hire and retain a) staff from the most prevalent cultural group of service users and b) staff with lived experience with mental health and receiving mental health services.

Language Access

5h. Describe efforts to meet the language access needs of the clients served by this project (limited English proficient, Deaf/ASL). This information should include the use of data to identify the most prevalent language access needs, availability of direct care staff who speak the most prevalent languages, the provision of best practice approaches to provide language access services (i.e., phone, video interpretation). Also, include information about efforts to ensure all staff with direct contact with clients are knowledgeable about using these resources. Additionally, provide information about the plan to provide documents and forms in the languages of the most prevalent cultural groups of its service users (consent forms, releases of information, medication information, rights, and grievances procedures).

This section should also include information related to:

- addressing other language accessibility needs (Braille, limited reading skills);
- service descriptions and promotional material.

Recovery Values

5i. Describe the agency or program's plan to espouse recovery and resilience-oriented values into practice.

Collaboration with Diverse Community Based Stakeholders/Organizations

5j. For this project, describe proposed efforts to partner, collaborate with and include diverse, culturally relevant community partners in service provision and in the gathering of stakeholder input. This includes information about subcontracting entities (if applicable) and other efforts to ensure government resources reach organizations and populations that are historically economically marginalized, including those that are peer run.

5.4.6 Financial Assessment

6a. Describe the fiscal viability and health of the applicant agency, including the history of successfully managing public grant funding.

6b. In the past three years, has the applicant agency been audited or reviewed by a government agency. If so, what was the result? Describe any negative findings and how they were resolved.

6c. Using the Budget Narrative (Appendix B1), describe how your agency manages its operating budget. Applicants must complete a Budget Narrative which should include the following:

- Detailed expense components that make up the total operating expenses;
- The calculation or logic that supports the budgeted value of each category; and
- Description of the agency's salaries and how they are adequate to attract and retain qualified employees.

6d. The Operating Budget (Appendix B) must be completed and include service expenses, and estimated property related expenses for the OMH-funded Apartment Treatment units. Applicants should also identify other sources of revenue in addition to OMH funding, if applicable. Please note that approval of an operating budget will be finalized once the selected applicant has been chosen. The applicant must provide assurances that the agency will operate the Apartment Treatment Program consistent with the Gross-Income-Net (GIN). (see Appendix B).

Use the Operating Budget (Appendix B) and the Budget Narrative (Appendix B1) to submit with your proposal. The Operating Budget (Appendix B) format is available in SFS and a sample can be viewed on the OMH website. Do **not** substitute your own budget format. **Failure to complete the Operating Budget using the correct form may cause to reject your proposal for non-responsiveness.**